

Random Moment Time Study (RMTS)

Federal Fiscal Year 2022

(October 2021 to September 2022)

Participant List Audit

In determining positions and/or staff who should be on the participant list (PL), RMTS provides a job category to help districts identify positions and staff eligible to participate in RMTS at the beginning of each quarter.

Participants and/or positions that provide direct medical services and Medicaid administrative activity services to students, should only be on the participant list. If the position does not bill for services, the position and/or staff person should not be on the PL.

During a review of the current open quarter participant list, we have identified bus drivers on the PL. Bus drivers are not eligible and should not be included on the participant list. These positions should be removed immediately.

In continuing our review, we have also identified other positions that may not be eligible to participate in RMTS. Therefore, Time Study is performing an audit and requesting each district to submit a job description of all regular education, special education, resource and inclusion teachers; and all variations of teacher aides listed on your district's participant list. Please include the job title with the job description. Again, we are requiring this information to determine if any participants and/or positions should be on your districts PL.

Please submit this information to Time Study by Wednesday, March 30, 2022, at timestudy@hhs.texas.gov. In the subject line, please write "[District] Job Descriptions." If the information is not received by the deadline due date, a follow-up response will be sent with the Superintendent copied on the email.

If you have any questions, please contact us at timestudy@hhs.texas.gov or (737) 867-7794.

